



Wasatch County

Planning Department
55 S 500 East Heber City, UT 84032
(435) 657-3205
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

Application for Sign Permit

Application Fee: Permanent Sign - \$10.00 per sq.ft. Temporary Sign - \$2.00 per sq.ft. Ladder Sign \$100.00 per year

Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.

Applicant and Name of Business

Full Name: _____ Date: _____
Last First M.I.

Business Name Street Address Apartment/Unit #

City State ZIP Code
Phone: _____ E-mail Address: _____

Name of Licensed Sign Company

Business Name:: Contact Name:

Address: _____

Street Address

Apartment/Unit #

City State ZIP Code
Phone: _____ E-mail Address: _____

Sign Location

Location Information: _____

Street Address

Subdivision/City

Parcel Number(s) Section(s) Township(s) Range(s)

Wasatch County Sign Permit

Sign Permit:

The purpose and intent of this is to regulate signs and to authorize the use of signs that are compatible with their surroundings, are legible under the circumstances in which they are seen, are effective in indexing the environment, and are conducive to promoting traffic and pedestrian safety and the convenience and enjoyment of public travel by preventing visual distraction; protecting pedestrians; attracting tourists to the County; preserving and enhancing property values; establishing first-class business and commercial districts; and eliminating fire hazards.

It is also the intent to promote short and long term civic beauty and order by establishing standards and regulations for sign design, location, size, type, compatibility, and aesthetics. By doing so it is hoped that this will create streetscapes that are functional and attractive to both residents of Wasatch County as well as visitors.

The below checklist must be included with your application with all items checked off as complete or your application will not be processed.

Type of Sign (check applicable box(es)):

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Non-Conforming Sign | <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Suspended |
| <input type="checkbox"/> Sign Ladder | <input type="checkbox"/> Primary | <input type="checkbox"/> Window Sign |
| <input type="checkbox"/> Freestanding Permanent | <input type="checkbox"/> Secondary | <input type="checkbox"/> Awning |
| <input type="checkbox"/> Monument | <input type="checkbox"/> Third Wall | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gas Station Canopy | <input type="checkbox"/> Multiple Face | |

Temporary Sign*

State the period of time which the sign is requested,

Start Date: _____ End Date: _____

- | | | |
|--|---|---|
| <input type="checkbox"/> Single Lot Building Phase | <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Political or Campaign Sign |
| <input type="checkbox"/> Development Promotional | <input type="checkbox"/> Special Sale Promotion | <input type="checkbox"/> Window Sign |

Requirements:

Sign is to be reviewed as part of the Development Review Process;

Submit the following for sign approval with the Planning Department for sign permit approval:

- ☐ Completed Application Form;
- ☐ Proof of current County Business License;
- ☐ Business address and phone number
- ☐ Address of property owner and phone number
- ☐ General or electrical contractor name, address, phone and license number;
- ☐ Value of sign;
- ☐ A statement by building department indicating whether a building permit is required for the erection of the proposed sign;
- ☐ Any other information which is requested in the approved application form or by the Planning Staff.

Monument and Freestanding Signs:

- ☐ Plot plan showing the relationship of the sign to buildings, property lines, existing signs, setback from public right-of-way, intersections, easements and driveways;
- ☐ Provide two (2) accurately dimensioned, scaled drawings showing height, color, square foot dimensions, landscaping, sign composition, type of illumination, and how the sign will appear from the street;
- ☐ Details of sign construction including electrical plan, foundation scheme, and value of the sign;
- ☐ Number of acres and length of lineal footage of the property;
- ☐ Payment of Application Fee;

Wall Signs:

- ☐ Two (2) scaled drawings showing square foot dimensions of both the building and the sign, sign composition, and type of illumination.
- ☐ A profile drawing of how the sign will appear from the street/parking area and on the building;
- ☐ Details of sign construction and attachment including electrical plan.

Temporary Signs:

- ☐ Plot plan showing the relationship of the sign(s) to buildings, property lines, setbacks from public right-of-way, intersections, easements and driveways;
- ☐ Length of period for display, type of request

Please Read And Sign Before Application Submittal

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of
Owner/ Agent: _____ Date: _____

IMPORTANT:

Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.